



ASHBURNHAM STEVENS MEMORIAL LIBRARY

20 Memorial Drive • Ashburnham MA 01430 • 978-827-4115 • library@ashburnham-ma.gov

Job Title: Part-time Library Maintainer and Custodian

Position Summary:

Performs routine cleaning and maintenance services for the Stevens Memorial Library. Provides support to Library services and programs. Related work as required.

Supervision Received: Works under the general direction of the Library Director. Performs routine custodial functions under general supervision. Receives little daily supervision. Requires independent judgment and initiative regarding methods or procedures.

Essential Functions:

(The essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Performs a variety of cleaning duties such as sweeping, dusting, vacuuming, and cleaning doors, rugs, windows, furniture and fixtures. Cleans, disinfects, and maintains restrooms. Ensures plumbing and septic systems are working properly. Collects and empties trash, recycling, dumpster loads. Monitors and ensures that dumpsters are routinely emptied.

Prepares and arranges chairs, tables and equipment for Library programs and events. Returns chairs and tables to storage after programs and events. Moves and arranges furniture, shelving, and equipment as directed. Assembles and repairs equipment and furniture as needed.

Performs minor and routine maintenance of Library building. Notifies the Library Director regarding the need for repairs or updates to lighting, heating, plumbing, and ventilation equipment. Routinely replaces HVAC filters. Assists with building-related projects as needed.

Sweeps and shovels snow, de-ices outdoor walkways and areas in inclement weather. Clears and maintains entrances and exits. Performs snow removal during regular business hours and during off hours including nights, holidays and weekends.

Ensures adequate janitorial supplies, cleaning products, and maintenance tools are available. Reports needed items to the Library Director. Secures items from vendors as directed.

Operates a variety of cleaning and maintenance equipment, including a power blower to clear debris around building entryways and walks. Maintains grounds around Library perimeter. Removes debris from outside areas around the building. Responsible for maintenance of exterior ramp, benches, and seasonal landscaping such as mulching, trimming, planting, etc.

Empties book drop daily.

Follows prescribed safety precautions, Town and Library policies, procedures, and regulations.

Required Education, Experience, Skills, Knowledge, and Abilities:

Duties require the ability to read and write. Minimum of one year of experience as a building custodian or equivalent combination of education and experience.

High school degree or GED.

Ability to read, write, and follow written and oral directions.

Ability to work independently. Ability to work a flexible schedule, including working during off-hours to respond to inclement weather needs.

Must have a valid driver's license.

Knowledge of cleaning practices and equipment. Knowledge of building systems, including heating, lighting, electrical, and plumbing.

Ability to use small hand tools. Carpentry and painting skills desired.

Physical Requirements:

Manual use of cleaning equipment and supplies, carpentry, and building materials.

Regular and frequent lifting up to 40-50 pounds. Ability to lift heavier weights.

Ability to climb ladders and tolerate heights. Ability to shovel and remove snow.

Job Environment:

Majority of the work is performed indoors under typical Library conditions. Outdoor work is occasionally under adverse weather conditions. Exposure to dust, dirt, and cleaning chemicals.

Errors could result in damage/injuries to building, equipment, employees, and Library patrons.

Moderate to loud noise levels resulting from carpentry tools, and maintenance equipment.

Makes occasional in-person contact with the public. Has no access to confidential information.

Compensation:

Hourly rate: \$17.76

Paid work week is 14 hours

Contact:

Review of applicants will begin 10.24.22

Interested applicants please contact Jess Mynes

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